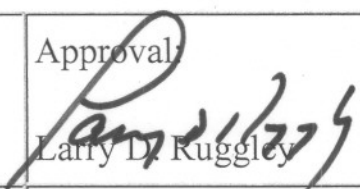


# Fort Campbell

## Sustainable Installation Management System

### ISO 14001

### Controlled Document

Originating Office: DPW Environmental Div.		Review frequency: Annual
Document Title: Procedure for Monitoring and Measurement		
Document ID: SIMS250		
Document Owner:  Trudy Carr	Approval:  Larry D. Ruggley	Revision Level: 1 Revision Date: 15 Jan 2006
SIMS Action Officer	COL, SF Garrison Cdr/SIMS Director	Original Date: 1 July 2005

#### 1. PURPOSE:

The purpose of this procedure is to define standard methods for:

- Monitoring and measuring the key characteristics of Installation operations that may have significant impacts on the environment which includes: recording information to track performance, relevant operational controls, and conformance with the environmental objectives and,
- Periodically evaluating compliance with relevant environmental legislation and regulations.

#### 2. SCOPE:

This procedure applies to all employees whose work may create an impact on the environment, as well as those responsible for monitoring compliance initiatives.

#### 3. DEFINITIONS:

a. **Environmental Objective** — An environmental goal that an organization sets itself to achieve which is quantified where practicable. At Fort Campbell higher level strategic environmental objectives are established by senior management through the Installation Sustainability Program and documented in the Installation Strategic Plan. Operational level environmental objectives are set at the Directorate level and documented in the Directorate business plans. Environmental objectives have targets and metrics, and may have associated specific actions in the Strategic and Business Plans. The directorate business plans contain assigned initiatives and actions from the Installation Strategic Plan. Progress on environmental objectives and actions is tracked by the directors. Status of higher level strategic environmental

objectives and actions assigned through the strategic plan is reported to the Process Quality Management Boards.

b. **Environmental Program Manager** – An individual in the DPW Environmental Division appointed to manage specific environmental programs and/or plans for media protection and resource conservation including air, groundwater, surface water, soil, cultural resources, pollution prevention, etc.

c. **Environmental Target** — A detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and needs to be set and met in order to achieve those objectives.

d. **Internal Environmental Performance Assessment System (EPAS) Team** - A team of auditors in the DPW Environmental Division responsible for conducting environmental performance assessments of organizations on Fort Campbell.

e. **Legal Requirements** — All laws, regulations, permits, contracts, memorandums of agreement, and consent orders applicable to installation processes, activities and services.

f. **Monitoring and Measuring** — Methods and procedures utilized to determine and evaluate the performance of the key operations that may have significant impacts on the environment and the operations relevant to the installation's objectives and targets. (Water Quality, Waste Reduction, Water Use, Regional Development, Noise, Etc).

g. **Other Requirements** — Requirements not identified under Legal Requirements, and standard industry practices (e.g. ANSI, ASTM, Spirit) to which Fort Campbell subscribes.

h. **SIMS Action Officer** - An individual designated by the SIMS Director who is responsible for the operation of the ISO 14001 Sustainable Installation Management System (SIMS).

i. **SIMS Director** – The Garrison Commander serves as the Director of the ISO 14001 Sustainable Installation Management System (SIMS) program at Fort Campbell and is responsible for all aspects of the SIMS.

#### **4. SUPPORTING DOCUMENTS:**

<u>Document ID</u>	<u>Title</u>
SIMS200	Procedure for Legal and Other Requirements

#### **5. PROCEDURES:**

a. Monitoring and Measurement of Key Characteristics.

(1) Directors shall:

(a) Monitor progress and status of assigned higher level objectives, targets and actions and report progress to the Process Quality Management Boards.

(b) Monitor progress and status of Operational level target and objectives.

(2) The Installation Process Quality Management Boards shall:

- (a) Monitor and record information to track progress toward sustainability objectives and targets in the installation strategic plan.
- (3) The DPW Environmental Division Chief shall:
  - (a) Determine the effectiveness of operational controls (work instructions).
- (4) DPW Environmental Division Program Managers shall:
  - (a) Identify the metrics pertinent to the media managed for monitoring and measuring compliance with legal and other requirements, or meeting other monitoring and measurement needs.
  - (b) Conduct monitoring and measurement of the media managed and record results.
- b. Maintenance and Calibration of Monitoring and Measuring Equipment.
  - (1) Directorates/activities shall:
    - (a) Identify equipment requiring calibration, and ensure that the equipment is maintained and calibrated in accordance with the Installation Calibration Program.
- c. Evaluation of Compliance with Relevant Environmental Legislation and Regulations.
  - (1) The Internal Environmental Performance Assessment Team shall:
    - (a) Conduct environmental compliance assessments in accordance with the Installation Assessment Plan (IAP).

*End of Activity*

#### **6. DOCUMENT REVISION SUMMARY:**

Original Document Issue Date: 1 July 2005		
REVISION NUMBER	DATE OF REVISION	REVISION SUMMARY
1	15 January 2006	Knowledge Share category changed to "SIMS"